

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 1 of 10

North Bristol NHS Trust, Pathology Sciences

Department of Cellular Pathology

User Guide to Services

EDITION No	5.0
ORIGINAL DATE OF ISSUE	14 March 2010
REVIEW INTERVAL	24 months
AUTHORISED BY	AR Heryet
AUTHOR	Elwyn Rees
COPY	
LOCATION OF COPIES	1. NBT Intranet website 2. NBT Internet website

Document review history			
	Review date	Reviewed by	Comments
2.0	19 July 2010	AR Heryet	Contact information
3.0	7 March 2011	Elwyn Rees	CPA compliance
4.0	21 June 2012	Elwyn Rees	General updates and CPA compliance
5.0	21 July 2014	Elwyn Rees	Procedural and departmental changes

Standards	
CPA	E1.1 & E1.2
ISO 15189:2012	4.5, 4.7 & 5.4

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 2 of 10

0. Introduction

Pathology Sciences, North Bristol NHS Trust provides a Cellular Pathology service from a single laboratory based in the Lime Walk Building, Southmead Hospital.

The Department provides a wide-ranging and comprehensive diagnostic Histopathology, diagnostic Cytopathology and Cervical screening service.

Services offered include consultation with clinical colleagues to assist in the interpretation of reports and provide advice about the collection, handling, fixation and submissions of specimens for investigation.

The department also manages the mortuary facility at each site. Since April 2009, when the Bristol City Council / Coroner's mortuary opened at Flax Bourton, the service is limited to storage and management of the deceased and the facilitation of viewings.

1. Working Hours

The Department is open for service and opinion Monday – Friday, 08.30 – 17.00 hrs. Outside of these hours, contact with on-call Consultant staff can be made via switchboard.

2. Specimen Identification

All samples are to be accompanied by a Request Form.

It is essential that request forms and specimen containers (not the lid) be appropriately labelled in accordance with NBT Clinical Governance Policy CG45: Policy for Request Form and Specimen Labelling.

Specimens should bear,

- Patient's Surname and Forename
- Patient's Date of Birth AND NHS Number (if known)
- Specimen type and site

Failure to provide this information may delay or prevent the processing of a specimen

In addition to the above, Request forms should bear the following information,

- Patient address with postcode
- Requestor and Consultant name and location
- Date and time specimen was taken
- Biopsy site. This is particularly important if multiple samples are to be sent.
- relevant clinical details including LMP as appropriate, details of any previous biopsies
- Patient category (NHS / Private / Other)

Failure to provide the information may result in delays in producing a report.

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 3 of 10

3. Health and Safety

- (a) Any patient with or suspected any of the following are considered to be an Inoculation Risk,
- HIV
 - Hepatitis B
 - Hepatitis C
 - Creutzfeld Jakob
 - Tuberculosis
- (b) For the safety of staff, please ensure that investigations are kept to a minimum.
- (c) Forms must be clearly labelled with a “**Biohazard Risk**” or “**Inoculation Risk**” sticker although for issues of confidentiality, **the nature of the risk must not be given on the request form.**
- (d) If a patient having an Inoculation Risk is admitted to a trust hospital, the Consultant Microbiologist should be advised as soon as possible.

4. Transport

City Sprint under contract to Pathology Sciences NBT provides a routine service to local hospitals and GP surgeries.

For emergency transport, contact the Trust Transport Department on 0117 323 5417.

5. Supplies

Supplies for use in collection and despatch of Histology and non-Gynae cytology samples can be ordered through Pathology Sciences.

Southmead Tel / Fax: 0117 323 8338
 e-mail: PathologyConsumables@nbt.nhs.uk

Requests can be made using a proforma list and supplies are dispatched by the Trust Transport system within 3 days.

LBC supplies are available directly from the laboratory, request either by phone, fax or post using the official forms supplied by the department.

Please ensure that

- forms are clearly marked with a delivery point
- you don't overstock as the expiry date on some containers is less than six months
- if you have stock that is likely to go beyond expiry date that it is returned whilst still in date.

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 4 of 10

6. Key Contacts and Consultant staff

For guidance and advice about any aspects of the work of the department, please contact an appropriate member of staff.

Name	Tel	Fax
Dr Rob Pitcher Consultant Pathologist Head of Department	0117 323 2158 Secretary: - 0117 323 5623	
Mr Andrew Heryet Laboratory Manager	0117 323 2706	

Histopathology - Enquiries & Results	0117 323 5623/4	0117 323 8476
Cytopathology - General Enquiries	0117 323 5643	0117 323 0087
Cytopathology - Report Enquiries	0117 323 5623 0117 323 5624	

Dr Nahida Banu Consultant Pathologist	0117 323 8339	
Dr Mary Brett Consultant Pathologist	0117 323 5646	
Dr Caroline Calder Consultant Pathologist	0117 323 5645	
Dr Anastasios Chatzitoliou Consultant Pathologist	0117 323 2807	
Dr Karin Denton Consultant Pathologist	970 6474 ext 315	
Dr Sulaman Magdub Consultant Pathologist	0117 323 2154	
Dr Zsombor Melegh Consultant Pathologist	0117 323 2604	
Dr Keith Miller Consultant Pathologist	0117 323 2120	
Dr Behrang Mozayani Consultant Pathologist	0117 323 2602	
Dr Jon Oxley Consultant Pathologist	0117 323 2601	
Dr Demetris Poyiatzis Consultant Pathologist	0117 323 2160	
Dr Nick Rooney Consultant Pathologist	0117 323 4224	
Dr Chandan Sen Consultant Pathologist	0117 323 2608	

Created: 14 March 2010	Date of revision: 11 August 2014	Review date: 12 August 2016
------------------------	----------------------------------	-----------------------------

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 5 of 10

Dr Mohammed Sohail Consultant Pathologist	0117 323 2600	
Dr Judit Sutak Consultant Pathologist	0117 323 6094	
Dr Penny Tidbury Director of SW Regional Cytology Training & Hospital Based Program Coordinator	0117 323 2702	

Mr Elwyn Rees Quality Manager	0117 323 8343	
----------------------------------	---------------	--

7. GP Access

- (a) GP enquiries are welcomed and can be made by telephoning during normal working hours (0830-1700 hrs.)
- (b) Reports are dispatched by hospital postal service (the majority GP practices have direct access to results via computer)

8. Histopathology specimens

(a) Routine specimens; should be placed in at least 10 times their volume of fixative (neutral buffered formalin) in an appropriate container. Specimen containers and fixative can be supplied on request. All samples are to be accompanied by a Request Form.

Delayed or inadequate fixation will have a detrimental affect on the initial diagnosis and may invalidate subsequent tests such as immunohistochemistry.

Formalin is a hazardous substance and care should be taken when handling. The lids of all specimen containers must be securely applied to prevent leakage.

(b) Small specimen pots should be placed into the sealed plastic specimen bags with the request form placed in the front envelope of the bag. This is to ensure the request forms are kept clean and avoid being ruined by potential formalin leaks.

(c) Large, operative specimens collected during working hours should be sent in a sealed box, or specimen bucket, unfixed to the laboratory with a porter. After 16.30 hrs, unless prior specific arrangements have been made, place specimen into fixative and transport to the laboratory as usual.

(d) All Inoculation Risk specimens must be fixed in formal saline and labelled appropriately

(e) Most routine biopsies will be available on the ward computer within three working days of receipt to the laboratory. Occasionally routine histology reporting times may be complicated by the need for extensive histological, histochemical or immunohistochemical techniques.

(f) If immunofluorescence studies are required, Michel's transport medium can be supplied. Please telephone department to discuss.

(g) All histology is reported or personally supervised by consultants.

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 6 of 10

(h) The department aims to be able to issue at least a preliminary report on all cases within 7 days. This does however depend upon the exact nature of the specimen and the requirement for additional processing, testing or opinion.

(i) Urgent specimens may be able to be processed (if of a suitable size) within the day it is taken. Specimens must be in the department before 12.30 pm. Please contact the department to discuss.

Material for rapid diagnosis should be placed in neutral buffered formalin and promptly sent to the laboratory, marked URGENT, and accompanied by a request form bearing appropriate details.

(j) Frozen Sections: Samples for frozen section diagnosis at Southmead Hospital will be accepted at any time during working hours, 9.00 am to 4.30 pm. Service outside these hours or at Frenchay Hospital by prior arrangement only. 24 hours notice is required. Please telephone the department with details ext. 35623/4.

9. Diagnostic Cytopathology specimens

(a) All samples, specimen pots or slides must be clearly labelled and include relevant clinical details including any treatment that the patient is receiving. Requests for breast aspiration cytology should state if the patient is pregnant or on contraceptives

(b) All specimens that may be an inoculation risk should be labelled as such (Please see "(3) Health and Safety" above.

(c) The department aims to be able to issue at least a preliminary report on all cases within 5 days. This does however depend upon the exact nature of the specimen and the requirement for additional processing, testing or opinion. If a rapid result is required specimens should be promptly sent to the laboratory, marked URGENT, and accompanied by a request form bearing appropriate details.

(d) The department aims to report *One-Stop Breast* samples within 1 hr of receipt. The lab should be told in advance that samples are expected, then they must be transported immediately to the Lime Walk Specimen Reception.

(e) Please note that Cerebrospinal fluids (CSF) samples are handled by Neuropathology (see details below).

(f) Specimen Collection

i) Cellular Pathology

Specimen type	Requirements	Quality Measures
Serous Fluids (pleural, ascitic, pericardial, peritoneal lavage/washings)	Serous fluids are collected into plain universals.	
Cyst Fluids	Collect into dry, sterile universals.	

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 7 of 10

Bronchoalveolar Lavage (BAL) / Bronchial Washings	Collect into dry, sterile universals.	
Fine Needle Aspiration (FNA) & Needle Washings	<p>Using pencil, label up to five clean, frosted end microscope slides* with:</p> <p>(a) patient's surname (b) patient's forename and (c) patient's DoB or hospital number.</p> <p>Place 1 drop of specimen near bottom of each slide and spread gently using another clean slide. Rapidly air-dry the slides, prior to placing in a plastic slide container.</p> <p>NB; If squamous cell carcinoma is suspected, at least one slide should be spray fixed and labelled as such.</p> <p>Flush needle into a bottle containing 5ml Cytolyt and send the needle washings together with the FNA slides (do not send the needle).</p>	<p>If the sample is too thick, it may not be possible to obtain a diagnosis.</p> <p>Delay in air drying or fixation affects cellular preservation and can affect diagnosis.</p> <p>Fixed slides must immediately be fixed with Cytospray* cytology fixative to prevent air-drying.</p>
Breast Fine Needle Aspiration (FNA)	Breast FNAs should be spread thinly onto a clean labelled slide (see FNA above) and air-dried rapidly. Any needle washings should be placed in a sterile universal containing 5ml Cytolyt (available from Cytology x5643)	<p>If the sample is too thick, it may not be possible to obtain a diagnosis.</p> <p>Delay in air drying or fixation affects cellular preservation and can affect diagnosis.</p>
Brushings (bronchial, oesophageal, biliary, gastric)	<p>A minimum of two slides are required. Using pencil, label clean, frosted end microscope slides* with:</p> <p>(a) patient's surname (b) patient's forename and (c) patient's DoB or hospital number.</p> <p>Transfer material from brush onto slides immediately after collection, using a gentle but firm rolling technique.</p> <p>One slide is rapidly air-dried and the other spray fixed.</p> <p>Slides should be allowed to dry, labelled with identification 'fix' or 'dry' and placed in a plastic slide container.</p>	<p>Delay in air drying or fixation affects cellular preservation and can affect diagnosis.</p> <p>Fixed slides must immediately be fixed with Cytospray* cytology fixative to prevent air-drying.</p>
Synovial Fluid	Collect into dry, sterile universals. Samples must be sent to Cytology department as soon as possible .	Incorrect storage can lead to the formation of contaminating crystals.
Urine / Urinary Tract Washings	<p>Place in bottles containing alcohol.*</p> <p>Urine sample should ideally be an aliquot of the whole output, although a midstream sample is acceptable. An early morning sample is not appropriate.</p> <p>Please indicate on the request form if specimen is a catheter or cystoscopy sample.</p>	No alcohol can lead to the degeneration of the cellular content and to bacterial overgrowth and can affect diagnosis.

Created: 14 March 2010	Date of revision: 11 August 2014	Review date: 12 August 2016
------------------------	----------------------------------	-----------------------------

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 8 of 10

Sputum	Collect into dry, sterile sputum pots. The specimen should be collected before any food is eaten and before teeth are cleaned and should be a deep cough, early morning specimen taken with the assistance of a physiotherapist if needed. Saliva is not adequate.	
--------	---	--

* Available by contacting Cytology, Southmead Hospital on ext. 35643

ii) Neuropathology

Specimen type	Requirements	
Cerebrospinal fluid (CSF)	Contact Neuropathology who provide this service in support of Neurosciences and the Burden Centre	

All samples need to be sent to the laboratory **as soon as possible** and arrive at the laboratory during routine opening hours. If this is not possible store in the fridge and send in on the next working day. Any delay can lead to the cellular content degenerating.

10. Cytopathology - Cervical Screening

(a) As the department has converted to Liquid-based Cytology for cervical screening, all samples must be collected into ThinPrep pots containing fluid to facilitate processing. Vials and brooms may be ordered directly from the department on proformas issued and prepared for this purpose.

(b) Cervical screening results are usually available within 14 working days of a smear being taken.

11. Mortuary

The mortuary is staffed Monday to Friday, 08.30 to 17.00 hrs.

A member of staff is available on standby,

Monday to Friday: 17.00 to 21.00 hrs

Saturday, Sunday

& Public Holidays 09.00 to 17.00 hrs

(a) Requests for viewings of deceased by relatives and friends should be directed to the mortuary, i.e. 0117 414 1700 or 414 1701.

Requests for viewings during stand-by periods should be directed to the on-call technician on 07900 494523.

(b) Note that no Post Mortem examinations are carried out on Trust premises. All adult PMs, both those reported to coroner and also consented PMs, will be transferred to the facility at Flax Bourton. Neonatal deaths that are consented for PM will be transferred to the mortuary at St Michael's Hospital.

Created: 14 March 2010	Date of revision: 11 August 2014	Review date: 12 August 2016
------------------------	----------------------------------	-----------------------------

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 9 of 10

(c) Reporting deaths to Coroner

For further information contact the Coroner's office.

(d) Hospital Post Mortems

Written consent must be given for a post mortem examination. All necessary documentation is available through the Bereavement office.

Before asking relatives, a death certificate must be completed.

(e) General enquiries

Contact the mortuary.

12. Referral Services

Details are provided below of the accredited referral laboratories and services used by the department.

North Bristol NHS Trust	Q-Pulse ID: CP-N-CPA-037
Department of Cellular Pathology	Title: Cellular Pathology Handbook of Services.doc
Author: Elwyn Rees	Version: 5.0
Authorised: AR Heryet	Page 10 of 10

Name and Address of Department	Named Consultant (if applicable)	Repertoire / Scope of Service to be provided
Source Bioscience, 1 Orchard Place, Nottingham, NG8 6PX	-	Reporting of Histology specimens including Breast pathology
UCL Advanced Diagnostics, 21 University St. London WC1E 6JJ	-	Immunohistochemistry
Ashford & St Peters	-	Cervical Screening and QC
Dept of Medicine, School of Medicine, Cardiff University, Heath Park, Cardiff, CF14 4XN	Dr D Griffiths	Reporting Renal biopsies
Dept of Medicine, School of Medicine, Cardiff University, Heath Park, Cardiff, CF14 4XN	-	Specialist IHC
Oxford Radcliffe Hospital	Dr Ian Roberts	Reporting Renal biopsies
Oxford Radcliffe Hospital	Dr F Pezzello	Reporting / Second Opinion, Haem malignancies
Frimley Park, Camberley, Surrey, GU16 7UJ	Professor Cook	Second Opinion, Skin Pathology
Gloucestershire Hospitals	Prof N Shepherd	Second Opinion, GI specimens
Royal Orthopaedic Hospital, Birmingham	Professor Kindblom / Dr Sumathi	Second Opinion, Sarcoma
Southampton University Hospitals NHS Trust	Tracey Mitchell PhD	PCR
Guy's and St Thomas, London	-	Gene Analysis
St Thomas's Hospital, London	Dr Eduardo Calonje	Second Opinion, Dermatopathology
UHB, Bristol	Dr Joya Pawade	Reporting / Second Opinion, Haem malignancies
UHB, Bristol	Dr Newton Wong	GI Pathology including Bowel Cancer Screening
UHB, Bristol	Dr Nidhi Bhatt	Respiratory Pathology
Institute of Liver Studies	Dr Alex Knisely and colleagues	Liver biopsies